



Accounting Services Division  
Corporate Accounts Payable

# Corporate Business Expense Claim

## Attendance at Conference/ Seminars/ Training, and Business Travel

Conference     Seminar     Training     Business Travel  
 This form should be submitted within 10 business days of return from the conference/seminar.  
 Attach original approved "Request for Authorization Form" and all original receipts.

Foreign Currency Exchange Rate** Exchange Rate applied to convert from local currency to CAD = _____ (if applicable)		Invoice Number** EXP/AU06-AU11/19
Vendor Name** Cheryl Blackman		Vendor Number** 1019693
Division** Economic Development & Culture	Work Address** Metro Hall, 55 John Street, 8th Floor	Postal Code** M5V 3C6
Name and Location of Conference / Seminar / Training / Business Travel** Association of African American Museums Conference, Jackson, Mississippi, USA		Invoice Date** (m/d/yyyy) Tuesday December 18, 2018
Start Date** (m/d/yyyy) Tuesday August 6, 2019	End Date** (m/d/yyyy) Saturday August 10, 2019	
Payment Amount** \$ -		

Description	GL Account**	Cost Centre/ WBS Element/ Internal Order**	Functional Area**	Net Amount**	HST**	Total Including Taxes**
Registration Fees	4256	All expenses for this travel were covered by the Ontario Museums Association				N/A
Travel <input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus						N/A
Baggage Fees / Insurance						N/A
Use of Personal Vehicle Kms X <input checked="" type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.54/km						N/A
Accommodation days @ \$ _____ /day						N/A
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO						N/A
Ground Transportation (to and from Airport) ie: taxis and car rental DESTINATION						N/A
*Foreign Transactions- NO TAX*						N/A
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental						N/A
*Foreign Transactions- NO TAX*						N/A
Per Diem (See Bus. Expense Policy) days @ \$ _____ / day						N/A
Other (Please specify)						
Training	4310					
<b>TOTAL EXPENSES</b>						<b>\$0.00</b>

Less: Advances & Prepayments: *Mandatory if applicable	GL Account**	Cost Centre/ WBS Element/ Internal Order**	Functional Area**	SAP Document Number	Net Amount**	HST**	Total Including Taxes**
Registration Fees	4256						
Air Travel							
Accommodation							
Grds Transportation (To & Fr. Airport) ON.							
Grds Transportation (To & Fr. Airport) Destination							
Grds Transportation (local-des. taxi, bus, train, etc.)							
Other (Please specify)							
<b>TOTAL ADVANCES &amp; PREPAYMENT AMOUNT**</b>							<b>\$0.00</b>
<b>TOTAL PAYABLE TO INDIVIDUAL / CITY</b>							<b>\$0.00</b>

Employee Name: Cheryl Blackman  
 Title: Director, Museums & Heritage Services  
 Date: Oct 29/19  
 Telephone: \_\_\_\_\_

Authorized by: Mike Williams  
 Title: General Manager, Economic Development & Culture  
 Date: Oct 29/19  
 Telephone: \_\_\_\_\_

# Request for Authorization

## Attendance at Conferences/Seminars, Training and Business Travel

JUN 27 2019

This form should be completed and the necessary approvals obtained at least 10 business days in advance of undertaking any training, business travel, and/or attending any conference/seminar.  
The \$3,500 limit does not apply to training. Please refer to the completion guidelines of this form and all related policies.

Conference  Seminar  Training  Business Travel

<b>Name:</b>	Cheryl Blackman		
<b>Division:</b>	Economic Development and Culture		
<b>Work Address:</b>	Metro Hall, 55 John Street, M5V 3C6		
<b>Name of Conference/Seminar/Training:</b>	Association of African American Museums Conference		
	Within GTA <input type="checkbox"/>	Outside GTA & within Ontario <input type="checkbox"/>	Outside Ontario/Canada <input checked="" type="checkbox"/>
<b>Destination:</b>	Jackson, Mississippi, USA		
<b>Start Date:</b>	Tuesday August 6, 2019	<b>End Date:</b>	Sunday August 11, 2019
<b>Are breakfast, lunch and/or dinner meals provided by the Sponsor? Please specify: (Meals will be deducted from per Diem as stated in Business Exp Policy)</b>			
Some meals are included			

**Purpose:** Use space provided below for full description

To attend the Association of African American Museums conference in Jackson, Mississippi, USA. This conference will empower the work and research of museum practitioners, enhance the institutional stability of conference attendees and engage multiple generations in topics that are relevant to their work and research. Cost of travel and accommodations will be covered by the Association of African American Museums.

**ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)**

*Use Exchange rate(s):	1 unit local currency =	\$	CAD	Foreign Currency*	Canadian\$ (incl.tax)
	1 unit local currency =	\$			
	1 unit local currency =	\$			
<b>Registration Fees: (Conference/Seminar/Training)</b>					
Post conference tour fee				\$125 USD	\$166.29
<b>Accommodation: (Standard Single Room)</b>					
Number of Days: _____ X \$ _____ /day incl. taxes				N/A	N/A
<b>Travel Method:</b>					
Air <input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/>					
Personal Vehicle: _____ km X \$0.____ CAD/km				N/A	N/A
<b>Ground transportation: (including car rental, to/from airports) Specify estimates:</b>					
taxi to and from airport \$49.02 x2				\$98.04 USD	\$130.22
<b>Sundry Expenses: (See Business Expense Policy; Meals provided are deducted)</b>					
Number of Days: 6 X \$65.00 CAD or USD				\$260 USD	\$345.88
<b>Sub-Total Estimated Costs:</b>					\$642.39
<b>- Other Business Meeting expenses outside of Conference costs, please specify:</b>					
					N/A
<b>TOTAL ESTIMATED COST:</b>					\$642.39

<b>Cost Centre/ WBS Element to be charged:</b>	AH0047
<b>Functional Area to be charged:</b>	1570200000

I certify that all estimated costs relating to this travel have been included in this form.

Signature of Employee: \_\_\_\_\_

(signature)

June 21, 2019

(date)

I have confirmed that approved funds are available for this purpose:

Approval for Proposed Expense \_\_\_\_\_



OCT 18 2019

## REPORT ON CONFERENCE

**Employee Name:** Cheryl Blackman  
**Division:** Economic Development & Culture  
**Date Submitted:** 10/15/2019

**Name of Conference:** Association of African American Museums Conference (AAAMC)  
**Location:** Jackson, Mississippi  
**Date(s) Attended:** August 6-10 2019.

**Describe the benefits from attending the Conference (including any benefits to you and to the City):**

**Personal Development:**

This conference focused on the reach and the push requisite in leading people, developing systems, improving organizations, protecting collections, and impacting futures through the preservation of African American art, history and culture. The sessions explored how technologies can extend institutions' capacities to make their collections and programs more accessible to users and the necessity of collaboration in a revolutionary digital age. As a member of the Executive Leadership cohort, this focus aligned and strengthened my focus on continuous improvement.

**Networking:**

The Office of Strategic Partnerships at the National Museums of African American History and Culture (NMAAHC) reached out to the OMA to discuss a partnership and scholarship for Ontario museum professionals to attend the Association of African American Museums Conference (AAAMC) in Jackson, MS, August 6-10, 2019. This conference allowed me to meet the executive of the AAAMC and to discuss opportunities for deepening relationships with the City of Toronto and its 10 museums and the Economic Development and Culture Division.

**City Benefits (including financial benefits):**

Scholarships were awarded for 5 Ontario Museum Professionals who are currently working in Ontario Museums on Afro-Canadian projects towards the understanding, interpretation, or presentation of the history, heritage, or experiences of Ontario's Black community, or who have extensive prior experience in Afro-Canadian projects or institutions. The Scholarship funded \$2000 USD per person to cover the costs of travel, registration, and accommodation for the conference.

Employee's signature:   
Date: 10/15/2019

Approved by (please print): Mike Williams  
Division Head or Designate

Signature:  Date: Oct 29/19



Mike Williams, General Manager  
Economic Development & Culture

City Hall, 100 Queen St. W.  
8<sup>th</sup> Floor, East Tower  
Toronto, Ontario M5H 2N2

## Briefing Note

Email: [REDACTED]

### Issue:

To obtain approval for travel to Jackson, Mississippi, USA, to attend the Association of African American Museums Conference.

### Background:

Cheryl Blackman has been invited by the National Museum of African American History and Culture (NMAAHC) to attend the Association of African American Museums Conference in Jackson Mississippi, August 6-August 11, 2019. The conference will empower the work and research of museum practitioners, enhance the institutional stability of conference attendees and engage multiple generations in topics that are relevant to their work and research.

### Next Steps:

To establish and build partnership with the NMAAHC to tell African Canadian stories.

Prepared by: Cheryl Blackman, Director  
Circulated to: Mike Williams, General Manager  
Further Information/Telephone: [REDACTED]  
Date: Tuesday June 25, 2019



toronto at your service

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**MEMORANDUM**

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**To:** Nicole Bryner, Program Specialist, Office of Strategic Partnership, NMAAHC  
**From:** Marie Lalonde, Executive Director, Ontario Museum Association  
**CC:** Mary Collier, Professional Development Program Manager; Michela Comparey, Conference & Communications Coordinator; Cheryl Blackman, OMA Councillor  
**Subject:** 2019 AAAM Scholarships for Canadian Museum Professionals  
**Date:** March 12, 2019

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Dear Ms. Bryner,

Thank you for sharing your examples of the scholarship with MAC and suggestion two options for how this opportunity might be structured. Please find below our suggestions for the next steps.

**Summary:** The OMA would be pleased to partner with the NMAAHC to facilitate the sponsorship of up to five (5) Ontario Museum Professionals to attend the AAAM Conference on a scholarship.

**Partnership:** The OMA would like to suggest a hybrid of the two options presented in the February 14<sup>th</sup> memo.

**Hybrid Option:**

- The OMA and NMAAHC partner
  - OMA Advises OSP on applications criteria and is involved in the application process, including hosting the application form on the OMA website
  - OMA staff participate in the selection committee process and recommend delegates
  - OMA assist with program promotion through its own membership and communication channels, including engaging members who worked on the Inclusive Museum Leadership Project and other key stakeholders to help spread the word
- Applicants must be member of OMA or agree to sign up as members
- Selected participants agree to share their learnings at the OMA Conference or other OMA learning event (ie. symposia, webinar, etc.)
- Airfare, Lodging, and Conference Registration will be paid directly by NMAAHC

**Timeline:**

- Promote the project and open application process by March 22.
- Deadline to apply: May 18 (to coincide with International Museum Day)
- Selections to be complete by end of May – early June

**Attachments:** Please find attached a proposed outline of the application form and questions.